

Alabama College

The State College for Women

BULLETIN



THE EXTENSION DIVISION

Announcements, 1930-31

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GENERAL INFORMATION

Alabama College has in the past conducted extension classes in every part of the state. This bulletin is to announce the continuance of this type of work. The courses are given the same credit as the college work done on the campus.

Later in this catalog we itemize a number of courses that can be given in extension centers. These courses are listed as they are particularly adapted to extension center work. We can, however, offer by extension most of the non-laboratory courses listed in the regular catalog, and should any group be interested in work not given in this bulletin, we shall appreciate your communicating with the Director of the School of Education.

The credit hours listed in this bulletin are semester hours. A two-semester hour course is equivalent to a three term or quarter hour course. All courses offered by Alabama College have been designed to give both college credit and credit towards the extension of teachers' certificates.

The fees for extension center courses given by the state institutions in Alabama are the same for all colleges, four dollars per semester hour. Under the rules made in agreement with the State Department of Education, the minimum number necessary to organize a class is ten. When a class is organized, it will meet at a time and place most convenient to the group taking the work.

Any adult person in Alabama may be admitted to an extension class. However, to obtain college credit the regular college entrance requirements must be met.

EXTENSION COURSES

Art

MISS BECK
MISS BRISAC

MISS MACMILLAN
MISS REES

Art 100. Elementary Craft. An introductory course appealing to the native decorative instinct common to practically all normal persons. This course brings out the fact that good design enhances the value of raw material, and that poor design is a calamity for both producer and consumer. Such popular crafts as basketry, lamp shades, leather work, decorative wood work, textiles, etc., are introduced with the idea of showing the value of further study in art structure or design. Credit, 1, 2, or 3 semester hours.

Art 101. Drawing. An introductory course in representative and interpretative drawing. Drawing from objects and quick sketches from figure poses. Credit, 2 semester hours.

Art 240. Pottery. Lecture and laboratory work. The principles of art as applied to shapes in the round. Work with clay built up form, modeling, etc. Also soap sculpture, mask making, cement work, etc. Credit, 2 or 3 semester hours.

Art 300.1, 310.1. Public School Art. A course given primarily for students preparing to teach in the elementary schools. The first term deals with fundamental art principles and their application. The second considers various problems for elementary high school grades, and give practice in making outlines, courses of study, etc. Credit, 2 or 3 semester hours.

Art 311. Art Structure. Advanced course in design. Various problems having to do with decorative art. Credit, 2 or 3 semester hours.

Art 321. Art Appreciation. Lectures and assigned readings and research. Credit, 2 or 3 semester hours.

Art 331. Interior Decoration. This course treats of art principles applied to house decoration. A study of historic styles and modern tendencies. Credit, 2 or 3 semester hours.

EDUCATION

MR. ANDERSON
MISS DUDLEY
MR. CHALKER
MR. JAMES

MISS LAWSON
MR. ORR
MISS STECKEL
MISS WEIR

MISS WELLS

Education 100. How to Study. This course takes up general rules of study and will be of value to teachers, both as self-help and in instructing students. Credit, 1 semester hour. (This course may be combined with Education 441, or Parliamentary Law, making a 2 semester hour course which will apply upon the renewal of teachers' certificates.)

Education 300. School Management. This course deals with the general classroom problems of the elementary teacher, including discipline, school records, school hygiene, etc. Credit, 2 semester hours.

Education 311. Methods of Teaching Reading in the Lower Elementary Grades. This course will deal primarily with the methods in the lower grades. However, a discussion of the reading in the upper grades will be included with less emphasis. Credit, 2 semester hours.

Education 312. Methods of Teaching Social Science in Lower Elementary Grades. This course will deal primarily with the methods in the lower grades. However, a discussion of the reading in the upper grades will be included with less emphasis. Credit, 2 semester hours.

Education 332. Methods of Teaching Arithmetic and Penmanship in the Lower Elementary Grades. The major part of this course will be given to the teaching of numbers. However, a small unit will take up the teaching of writing. Arithmetic in the upper grades will be discussed briefly. Credit, 2 semester hours.

Education 362. The Junior High School Curriculum. Subject matter in selected subjects. Credit, 3 semester hours.

Education 380. Visual Education. This course deals with the importance of visual education in teaching. Instruction will be given in both the source and use of visual materials. Special emphasis will be placed upon the technique of the use of pictures, stereopticon slides, and motion pictures, as instruments of learning. Credit, 2 semester hours.

Education 400. Character Development. This course is a study of the growth of character through school activities, both curricula and extra-curricula. Credit, 2 semester hours.

Education 410. Extra-Curricula Activities. The following problems are among the more important studied in this course: School clubs, literary societies, dramatics, social functions, student participation in government, physical education, school publications, commencement, school lunch, national organizations such as boy scouts, girl scouts, etc. The philosophy underlying an extra curricula activity program is developed. Credit, 2 semester hours.

Education 412. Educational Sociology. This course deals with the relationship of the teacher to society. The functions and objectives of the school are discussed. Credit, 3 semester hours.

Education 420. Vocational Guidance. This course aims to introduce to the student the problems of educational and vocational guidance by a rapid survey of the literature in the field, and to set up standards for a comprehensive guidance program such as is feasible in the high schools of Alabama at the present time. The Alabama program for guidance through occupational studies for boys and girls is studied as one unit of the course. Other general topics studied are: Vocational information and how the teacher may impart it, exploratory experiences, as an essential feature of the junior high school program, vocational preparation, vocational counselling, and placement as a logical part of a comprehensive program of guidance. Credit, 2 semester hours.

Education 430. The Elementary Course of Study. The purposes of this course are to familiarize teachers with the recently published course of study of the elementary schools of Alabama; to comprehend the problem of organization of subjects for economy of time and related content; to understand the relation of school subjects to modern social needs; to be able to set up objectives for a given period of teaching in terms of school subjects; to be able to organize large units of teaching in the various school subjects, and to recognize changing social needs and changing concepts of education as the basis of curriculum organization. The state adopted textbooks and the course of study will be used in the development of the following topics: Movements in curriculum building; relation of school subjects to life, collection of curriculum materials from various sources, the function of each school subject, relation of the school subjects to each other, objectives as the

basis of planning for teaching, the making of lesson plans, the re-organization and simplification of the curriculum, economy of time in teaching and organizing large units of subject matter for teaching, the proper classification of children for instruction, the making of the daily schedule, and planning for pupil activity. Credit, 2 semester hours.

Education 441. Securing and Holding a Teaching Position. This course takes up methods of getting in touch with teaching vacancies, and methods of application. The discussion of holding a position will be based upon professional and social adjustments. A good deal of emphasis will be given to professional ethics. Credit, 1 semester hour.

Education 460. Tests and Measurements in Secondary Education. This course is designed to give the student an understanding of the significance of modern testing procedures, and to furnish actual experience in administering tests and evaluating tests results. Both old and new types of tests and examinations are studied, and the merits and demerits of each pointed out. Some time is spent on the theory of testing, including elementary statistical procedures and their application to classroom use. Some practice is given in the preparation of tests, as well as in giving tests and scoring papers. Credit, 2 semester hours.

Education 490. Principles of Teaching. This course is a summarization of the problems of teaching. An objective will be the formulation of a definite philosophy of education by each student. Credit, 2 semester hours.

ENGLISH

MISS UTTERBACK
MISS GOLSON

MRS. RAND
MISS REAVES

MR. VAUGHAN

English 200. Types of Poetry. Credit, 2 or 3 semester hours.

English 210. Types of Fiction. Credit, 2 or 3 semester hours.

English 310. Literature for Children. Study of the types of literature and the best examples of each type available for use in the school and home. Credit, 2 semester hours.

English 320. Survey of American Literature. Study of the greater writers and their characteristic works. Credit, 2 or 3 semester hours.

English 381. Romantic Poets. Study of the principal writers in the English Romantic period. Credit, 2 or 3 semester hours.

English 451. Shakespeare. An advanced course. Credit, 2 or 3 semester hours.

English 471. Contemporary Essay. Study of characteristic themes and style in the essay of the present century. A problem course. Credit, 3 semester hours.

HISTORY

MISS BARKSDALE
MR. CHALKER

MISS FARMER
MISS WEIR

MR. WILLS

History 101, 102. History of Civilization. A Study of the development of civilization from prehistoric times to the present. Credit, 3 semester hours.

History 201, 202. History of the United States. A study of colonial America and the development of the United States. Credit, 3 semester hours.

History 471. History of Alabama. A survey course. Credit, 3 semester hours.

History 481. History of the South. A course tracing the economic, social and political development of the South from 1830 to 1876, and appraising its influence upon the nation. Credit, 3 semester hours.

Geography 231, 232. Survey of Geography. The first semester is devoted to physical geography and the second to human geography. Credit, 3 semester hours.

HOME ECONOMICS

MISS EDWARDS

MISS EDDY

Home Economics 102. Introductory Course. Costume selection and care, including buying, applied design, suitability to various types of individuals, the ensemble, textile care, good grooming, clothing repair. Scope of home economics, record of personal expenses, personal budget. Credit, 2 or 4 semester hours.

Home Economics 250. Clothing Selection and Construction. Adaptation of design to individuals; influence of income on selection; use of commercial patterns; suitable fabrics; construction of cotton or linen sports dress and a simple silk dress. Credit, 3 semester hours.

Home Economics 361. House Furnishing and Care, With Introduction to Study of Homemaking. Brief outline of profession of homemaking. Design applied to selection and arrangement of furniture and furnishings, influence of income on selection, care of household textiles, and of metals used in the household. Credit, 2 or 4 semester hours.

NOTE: Special courses in parenthood education also will be offered.

LIBRARY SCIENCE

MISS LAGRO

Library Science 301. Book Selection. A study of aids in selection and book evaluation. A minimum of fifteen books must be read and lists of books made, also a sample book order. Credit, 2 semester hours.

Library Science 320. Administration and Organization. A study of library standards, objectives, qualifications of a librarian, and other phases of school library work. Credit, 2 semester hours.

Library Science 351. Classification. Includes accessioning, classifying and shelf-listing of books and the care of material for the information file. Credit, 1 semester hour.

Library Science 361. Cataloging. Simple library cataloging is taught, also the ordering and use of Library of Congress cards. Credit, 2 semester hours.

MODERN LANGUAGES

MR. WARD
MISS HALL

MISS PIERSON
MISS STOCKTON

French 101, 102. Elementary French. Grammar; pronunciation; reading of modern authors; composition; conversation; collateral reading. Credit, 3 semester hours.

French 201, 202. Modern Prose, Poetry, and Drama. Rapid reading in class of representative works of modern authors, collateral reading; review syntax and composition. Credit, 3 semester hours.

German 101, 102. German Grammar. Exercises in pronunciation. Oral and written reproduction. Grammar varied in the reading of simple German. Reading of intermediate German. Review of grammar in connection with oral and written exercises based on German reading. The aim will be to use as much German as is possible in class. Credit, 3 semester hours.

German 201-202. Intermediate. Reading of intermediate German. Review of grammar in connection with oral and written exercises based on German reading. The aim will be to use as much German as is possible in class work. Credit, 3 semester hours.

Italian 101, 102. Elementary Italian. Grammar; pronunciation; reading of modern authors; collateral reading. Credit, 3 semester hours.

Italian 201, 202. Introduction to Italian Literature. Rapid reading in class of representative Italian authors; collateral readings; review of syntax and composition. Credit, 3 semester hours.

Spanish 101, 102. Elementary Spanish. Credit, 3 semester hours.

Spanish 201, 202. Intermediate Spanish. Credit, 3 semester hours.

MUSIC

MR. LEBARON

MISS ZIELINSKI

Public School Music 101. Rudiments of music. Sight-singing, ear-training, etc. Credit, 2 or 4 semester hours.

NOTE: Also theoretical courses in harmony, canon and fugue which are listed in general catalog. Also history of music.

PARLIAMENTARY LAW

MRS. SHAWHAN

Parliamentary Law 200. This is an elementary course in parliamentary procedure. It will include the following: Introductory lesson, proper steps in perfecting organization, order of business and its parliamentary forms, main motion, amendments, motion to commit and committees, reports. Credit, 1 semester hour.

PHYSICAL EDUCATION

MISS FLINT
MISS MOSSCROP

MISS SAYLOR
MISS TYLER

Physical Education 271. *Games of Low Organization, Theory of Play, Singing Games, Stunts, Rhythms, Marching and Free Exercise for Elementary Grades.* Credit, 2 semester hours.

Physical Education 272. *Rural, Community and School Hygiene.* Credit, 2 semester hours.

Physical Education 341. *Danish, Swedish, Gymnastics, Tumbling.* Credit, 2 semester hours.

Physical Education 371. *Methods and Materials for Junior and Senior High School.* Credit, 2 semester hours.

PSYCHOLOGY

MR. NAPIER

MISS VICKERY

MRS. MEANS

Psychology 152. *Elementary Psychology.* The nervous system with its receiving and reacting mechanism, sensation, feeling, emotion, attention and perception, motivation, learning, individual differences and personality. Credit, 3 semester hours.

Psychology 200. *Educational Psychology.* This course includes a study of the law of learning, reasoning and imagining, transfer of training, factors influencing efficiency, individual differences in intelligence, achievement and capacity. Credit, 2 semester hours.

Psychology 250. *Child Psychology.* Factors of heredity, sensory and intellectual development, personality adjustment, and the growth of thought and language. Emphasis placed upon the pre-school child. Credit, 2 semester hours.

Psychology 310. *Abnormal Psychology.* Types of personality and their relation to abnormalities; amnesias; sleep; dreams; hypnosis; hallucinations; multiple personalities; neuroses and psychoses; principles of mental hygiene. Credit, 2 semester hours.

Psychology 320. *Social Psychology.* Nature and development of social stimulation, social attitudes and adjustments. Credit, 2 semester hours.

Psychology 330. Mental Hygiene. Problems of mental health with emphasis on the period of childhood and adolescence, conditioning and inhibition, sleep, fatigue, maladjustment. Credit, 2 semester hours.

Psychology 350. Adolescent Psychology. Genetic background, survey of child development with emphasis on the pre-adolescent and adolescent periods, problems of social and educational adjustments, vocational guidance and mental hygiene as related to the adolescent boy and girl. Recommended for teachers who are interested in becoming leaders of girl scouts, campfire girls, in conducting social activities in high school, in acting as advisors to high school girls or in teaching high school pupils. Credit, 3 semester hours.

Psychology 370. Intelligence Testing. Demonstration and practice in using the Stanford Revision of the Binet test; discussion of other revisions; use of a number of performance tests; general clinical practices; interpretation of scores; handling of cases; form of report of clinical examination and recommendations. Credit, 2 semester hours.

RELIGIOUS EDUCATION

MR. P. H. CARMICHAEL

Religious Education 301. Old Testament History and Literature. This course will present on the basis of a standard text a comprehensive survey of the history and literature of the Old Testament. The course is made up of two parts, each a distinct unit, the division being made after a consideration of the four great prophets of the eighth century. Emphasis is laid especially upon the teaching of the prophets, without which an adequate appreciation of Christianity is impossible, and upon the permanent value of the Old Testament writings. Credit, 2 semester hours.

Religious Education 402. Religious Education in Home and Sunday School. This course will take up the important factors of life of family and church in developing the child's religious life, and will include a consideration of the organization of the standard Sunday School and its part in Christian nurture. The course is designed to give students a better appreciation of the religious responsibilities of the home and to equip them for usefulness in their local Sunday School. Credit, 2 semester hours.

SOCIOLOGY

MR. STEELMAN

Sociology 210. Introductory Sociology. This course is designed to serve as a preliminary survey for those who plan to continue further in the field of sociology and at the same time to give insight into human origins and institutions. A necessary background for clear thinking regarding social processes and social problems is given in an analysis of the primary factors in social life, the geographical, the biological, the psychological, and the cultural. Credit, 3 semester hours.

Sociology 380. Social Ethics. Personal and social morality; a critical evaluation of the methods employed by society in handling the criminal, the immigrant, the poor, the race problems. Credit, 2 semester hours.

Sociology 440. Personality and Social Adjustment. A study of problems for the individual arising out of his efforts to make adequate adjustments to social situations. Personality difficulties are viewed with reference to their personal and social implications. General principles of treatment are illustrated with case-materials. Credit, 3 semester hours.

SPEECH

MISS GOULD

MISS OSBAND

Speech 111. Elementary Technique of Acting. Correlation of class work with practical technical work in production of plays. Credit, 2 semester hours.

Speech 141. Story Telling. Study of child psychology leading to consideration of stories suitable for children. Practice in class and story hour groups in telling stories for schools and centers. Credit, 2 semester hours.

Speech 280. Children's Plays. Educational dramatics. Credit, 2 semester hours.

A PRACTICAL COURSE IN PARLIAMENTARY LAW

As part of the program of extension service, Alabama College offers to groups of club women, church organizations, and other societies in the state who desire a study course and drill in correct parliamentary procedure, the benefit of instruction by the widely known parliamentarian, Narcissa T. Shawhan, of Mobile.

Mrs. Shawhan has been giving residence courses in parliamentary law at Alabama College for several years, and has had extensive experience in conducting classes and instructing private pupils throughout the Southern states. A pupil of General Henry M. Robert, author of "Robert's Rules of Order", accepted parliamentary authority in the United States, she is equipped in the modern methods of imparting instruction in parliamentary procedure which have become necessary through the multiplicity of organizations.

Mrs. Shawhan is not only a teacher of recognized ability in her subject, but she is the author of "The New Parliamentary Law Library" consisting of seven booklets, and of a recent work for study classes, schools, and colleges entitled "A Text Book for the Study and Teaching of Parliamentary Law".

Two courses in parliamentary law are offered—an elementary course and an advanced course. Each course will have four meetings of

two and one-half hours each. The main object of this work is to offer practical help in parliamentary procedure. However, in addition to this, one hour of college credit will be given.

OUTLINE OF COURSES

ELEMENTARY

1. Introductory Lesson
2. Proper steps in perfecting organization
3. Order of business and its parliamentary forms
4. Main motion
5. Amendments
6. Motion to commit and committees
7. Reports

ADVANCED

1. To reconsider
2. To rescind
3. To lay on the table and take from the table
4. Previous question
5. To ratify
6. To suspend the rules
7. Additional helps for leaders

Lessons demonstrated with parliamentary drills and motion blocks.

A parliamentary playlet, "Patsy Jones Sets 'Em Right", demonstrating the right and wrong use of parliamentary procedure, may be presented in connection with the study course. This playlet is by Kate Ayers Robert and Narcissa T. Shawhan, and audiences have received it with enthusiasm.

BUREAU OF HOME STUDY

The Bureau of Home Study of Alabama College is organized to take care of the following activities:

1. Correspondence courses
2. Program service for Alabama Federated Women's Clubs
3. Program service for United Daughters of the Confederacy
4. Program service for Daughters of the American Revolution
5. Program service for Parent-Teacher associations
6. Program service for junior home economics clubs
7. Speakers for groups of women

CORRESPONDENCE COURSES

Correspondence courses are offered in order that students not in residence may have an opportunity to pursue certain of their studies while at home or engaged in teaching or other vocations. A few courses are offered in each of the following departments: Art, Biology, Education, History, Latin, Modern Languages, Psychology, Mathematics, and Sociology.

Each correspondence course carries the full credit listed for that course in the College catalog. The courses are so organized that there are approximately nine lesson assignments for each semester hour of

credit. Each assignment is the equivalent of about two residence assignments, so that the time required for the completion of a correspondence course will consume about as many hours of preparation as in the case of residence courses.

The fee required for correspondence courses is \$4.50 for each semester hour of credit, plus 50 cents for postage on assignments returned.

Specific courses offered are not listed in this bulletin, owing to the fact that these courses are at this time undergoing reorganization. However, information about any course will be given upon request.

PROGRAM SERVICE FOR ALABAMA WOMEN'S CLUBS

For the past two years this bureau has been furnishing club programs to women's clubs of the state. During this time more than half of these clubs have been aided in their studies of various topics. These topics are prepared by members of the College faculty in the form of outlines which give references. These various references may be borrowed from the Home Study Library. No charges are made for this service. About fifty separate subjects are now available, each containing material for a whole year's study.

PROGRAM SERVICE FOR U. D. C.

Although this service, as distinct from the club program service, is new, a number of U. D. C. chapters have been using it for the past two years. Recently, arrangements have been made to give the chapters of this organization the same type of service, with a separate list of programs, as is given to women's clubs. A number of topics are now available.

PROGRAM SERVICE FOR D. A. R.

This type of program service is being offered for the first time to the chapters of the D. A. R., in response to many requests coming from members of this organization. A list of several program outlines has been worked out, and these are now available upon request. Others will be added from time to time, as needed. This service is free to D. A. R. chapters, as is the same type of service to all organizations desiring it.

PROGRAM SERVICE FOR P.-T. A. ORGANIZATIONS

Although many parent-teacher organizations have used the regular club program service, it is only recently that programs have been worked out specifically for parent-teacher groups. There is now available a list of about fifteen subjects, each organized into several sub-topics and containing material for a number of P.-T. A. meetings. The books on which these outlines are based are books that appeal especially to parents and teachers, and relate to child study, our educational system,

and many other subjects of interest. These books may be borrowed by P.-T. A. members, just as may those for the other organizations served.

PROGRAM SERVICE FOR HIGH SCHOOL HOME ECONOMICS CLUBS

The programs in this section have been worked out by the members of the Home Economics faculty, in cooperation with the State Supervisors of Home Economics, and appeal especially to high school girls. There is a large number of these subjects available, and many clubs have made use of them for the past year. Books are loaned upon request, with no charges.

LIBRARY SERVICE

The Bureau of Home Study owns a library in which may be found all the books listed, except as otherwise stated on the program outlines. The use of these books is free to members of those organizations using Home Study outlines. In cases where large numbers of organizations are using the same subject, they are notified, before adopting the program, whether it will be possible to give satisfactory library loan service.

SPEAKERS FOR CLUB GROUPS

Home Study has an arrangement with a number of members of the faculty of the College whereby they will agree to attend group meetings of women for the purpose of discussing the problems in which they are interested. Full information concerning this service will be given upon request. The usual requirement is that organizations will pay traveling expenses, only, of speakers.

All requests for additional information concerning any of the services of the Bureau of Home Study should be addressed to A. C. Anderson, Director, Home Study, Alabama College, Montevallo, Alabama.

FIELD WORK IN PARENT EDUCATION

X { A field worker in parent education ~~will~~ ^{is} available from Alabama College for adult classes ~~this year~~. Organized instruction ~~will~~ be given on various problems of child training and parental education. Units such as the pre-school child, problems of adolescent and others ~~will~~ ^{are} offered.

In order for a group to have this instruction there must be at least twenty women who can meet weekly for one and a half hours to two hours for a period of twelve weeks. Groups may be made up of representatives from several clubs or by a club itself. Usually, preference will be given to the club which represents the larger number of people. For convenience of travel and to minimize expense, the services of this person will be limited during each three months to centers fairly close

together and in the same section of the state. It is hoped to extend this work to twenty-five or thirty groups this year.

This is a cooperative project between Alabama College and the vocational division of the State Department of Education. The work is classified as adult instruction under the federal George-Reed and Alabama vocational education acts.

Groups desiring to be considered for such instruction should write to the Director of Extension, Alabama College, for additional information.

RULES AND REGULATIONS GOVERNING EXTENSION WORK, 1930-31

The rules below have been set up by the extension directors and the State Department of Education. They are uniform for all colleges.

1. Organization:

a. Number of teacher-students required:

- (1) Ten as a minimum will be required for any extension class.
- (2) More than fifty persons may not be enrolled in any one class, unless special provision can be made with the Department of Education before the regular class work begins.

b. An application for the course must be signed by the teacher-students.

c. The application must be approved by the county or city superintendent. The application must give:

- (1) The date it is decided that the course will begin.
- (2) The number of meetings planned.
- (3) The assurance that a comfortable meeting place will be provided.

2. Attendance:

Each teacher enrolled in a course shall attend at least 80 per cent of the hours for which the course is given. In a 30-hour course, 24 hours must be spent in attendance. In a 36-hour course, 28.8 hours must be spent in attendance. In a 48-hour course, 38 hours must be spent in attendance, and in a 60-hour course, 48.0 hours must be spent in attendance if training-in-service credit is desired.

3. Fees:

The minimum fee charged is four dollars for each semester hour of credit to be received, or two dollars and sixty-six and two-thirds cents for each quarter hour of credit to be received.

4. Instructors:

If training-in-service credit is desired, the instructors giving the extension work must be members of the regular faculty of the institution which offers the extension course.

5. Credit for Courses:

All certification credit given for extension work shall be based upon the college clock hour; that is, in order to earn one session hour of credit, the members of the class must meet the instructor an equivalent of one hour each week for thirty weeks and they must make sufficient preparation for their work to total 120 hours. One session hour is equivalent to two semester or to three quarter-hours.

If certification credit is to be granted, the adaptations must be equivalent to the requirements listed in this paragraph.

It is not possible for all field extension work to meet the exact conditions stated above. For that reason certain adaptations have been worked out to meet varying field conditions.

a. Some of the adjustments for short term counties are:

- (1) A three-quarter-hour, two-semester or one-session hour course.

In order to complete this course successfully the members of the class must spend a minimum of thirty hours in recitation, together with a study and preparation sufficient to make a total of one hundred twenty hours. The course must be covered with the instructor in not less than ten meetings, provided that not more than one three-hour meeting shall be held per week. The successful completion of this course will authorize the issuance of a training-in-service credit, which in turn may be made the basis of continuance and extension of certain grades and classes of teachers' certificates.

b. Some of the adjustments made for small cities are:

- (1) A three-semester-hour course.

In order to complete this course successfully, the members of the class must spend a minimum of forty-five hours in recitation, together with a study and preparation sufficient to make a total of 180 hours. The course must be pursued for a period of thirty weeks and there must be at least fifteen meetings with the instructor.

c. Other adaptations may be worked out by the institutions and will be given certification credit provided each adaptation is equivalent to the requirements given here.

All certification credit given for extension work shall be based upon the college clock hour; that is, in order to earn one session hour of credit, the members of the class must meet the instructor one hour each week for thirty weeks and they must make sufficient preparation for their work to total 120 hours. One session hour is equivalent to two semester hours or to three quarter-hours.

6. Certification Credit given extension work by the Department of Education.

a. Certification credit may be given only for those courses which offer three-quarter hours, two-semester hours, or more, of college credit.

b. Certification credit will be given for only one course in field extension work during any one scholastic year. The extension directors, the instructors, the superintendents and the members of the Department of Education feel that each teacher owes her first duty to the children she is employed to teach. If a teacher does her school work well and gives some time to the community enterprise she cannot, without injury to her health, do the work required for more than one extension class. Two courses which give only two-quarter-hour credits may be taken in one year, but it takes two of these courses to equal one four-quarter-hour course.

c. Certification credit may be denied the extension class students of an institution that fails to comply with any one of these regulations.